

ER-6-3046

NOV 23 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: 1955 Community Chest Campaign

1. The 1955 Community Chest Campaign in the Agency has ended with the achievement of a substantial increase over last year's contributions. I am very proud of the wonderful response shown by your employees in answering the needs of such a worth-while organization. My sincerest congratulations to you in sparking such a fine campaign in your component.

2. "Oscars" will be awarded to those Offices whose average per capita contribution exceeds the average for the entire Metropolitan area government unit.

3. Certificates of Merit will be awarded to those units within Offices achieving 100% participation. It is requested that the names of such units and their keymen be forwarded to [redacted] h [redacted], Employee Services Division, Room 1-E-16, Curie Hall, by 10 December 1954.

4. Please extend my congratulations to your keymen and to your employees. We may all be justly proud of our achievement.

[redacted]
Harrison G. Reynolds
Assistant Director for Personnel